

**TEXTBOOK/INSTRUCTIONAL RESOURCE SUBSTITUTION REQUEST**  
**Kentucky Department of Education**

The Substitution Request Form, Form B or Form M (as applicable), chart of points of difference (including any changes to the free-with-purchase and ancillary lists), accessibility assurance statement and a copy of the originally bid basal and the revised basal must be submitted 30 days prior to the first Textbook Commission meeting of the calendar year.

<b>Publisher</b> _____
<b>KY State Multiple List Information for Current Item</b> – information must be from KY SML
<b>Title</b> _____
<b>ISBN #</b> _____ <b>Copyright</b> _____
<b>Kentucky Bid Price</b> (this price must remain the same for the substitution) _____

<b>Substitute Item Information</b>	
<b>Title</b> _____	
<b>ISBN #</b> _____	<b>Copyright/Publication Date</b> _____
<b>Kentucky Bid Price</b> (this price must remain the same for the substitution) _____	

**It is the vendor's responsibility to provide all required information concerning availability of accessible formatted materials. (see back of this page)**

**Submitting this form with the appropriate signature indicates assurance of compliance by the submitting organization and its representative.**

<b>Printed Name of Person Submitting Request</b> _____
<b>Printed Title of Person Submitting Request</b> _____
<b>Printed Name of Company/Publisher</b> _____
<b>Signature / Date</b> _____

Any additional information should only be provided on separate pages attached to this form.

Submit to: Donna Travillian  
**Kentucky Department of Education**  
**Division of Curriculum Development**  
**500 Mero Street**  
**Frankfort, Kentucky 40601**

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**Assurance of Accessibility**

Kentucky has elected to meet the federal National Instructional Materials Accessibility Standards [NIMAS] mandates through participation in the [National Instructional Materials Access Center \(NIMAC\)](http://nimac.us) – <http://nimac.us> in Louisville, Kentucky. With the passage of the [Individuals with Disabilities Education Act \(IDEA\)](#) in 2004, publishers are **required** to submit accessible files in the NIMAS file set format for basal print instructional resources and related print resources with a **text publication date\*\* after July 2006**. A copy of the certificate of validation of accessibility from NIMAC for the NIMAS files must be submitted to Donna Travillian by May 25, 2008.

For basals and related resources with a **text publication date\*\* prior to July 2006**, publishers continue to have the option of providing these resources in accessible format in accordance with Accessibility statute [KRS 156.027](#) and regulation [704 KAR 3:455](#). (These files must be approved and accepted by KAMD staff by May 25, 2008.) In lieu of submitting files to the Kentucky Accessible Materials Database [KAMD] as described in the regulation, a NIMAS file set may be submitted to NIMAC for validation. A copy of the certificate of validation of accessibility from NIMAC for the NIMAS files must be submitted to Donna Travillian by May 25, 2008. Publishers choosing to submit files for these items will be identified as having Preferential Procurement Status as described in the Science bid packet.

**\*\*Text Publication Date [from <http://nimac.us/metadata.html>]**

- This date refers to the date the edition was released to schools or on the market, regardless of its copyright date.
- Use four-digit year for this.
- Often this date will be the same date as copyright date.

**Check the assurance statement that applies to this request for substitution:**

\_\_\_\_\_ **Items have a publication date prior to July 2006.**

\_\_\_\_\_ NIMAS files will be submitted to NIMAC and validation certificates will be submitted to KDE by May 25, 2008.

\_\_\_\_\_ NIMAS files will not be submitted to NIMAC; therefore no validation certificates will be submitted to KDE.

\_\_\_\_\_ Level 1, Level 2 or Level 3 files as described in 704 KAR 3:455 will be approved and accepted by KAMD staff by May 25, 2008.

\_\_\_\_\_ **Items have a publication date after July 2006.** Therefore, NIMAS files will be submitted to NIMAC and validation certificates will be submitted to KDE by May 25, 2008.

**All NIMAS file sets must be submitted directly to NIMAC according to NIMAC instructions, not to the Kentucky Accessible Materials Database [KAMD]. This applies to both pre- and post-August 2006 published items.**

\*\*Text Publication Date [from <http://nimac.us/metadata.html> ]

**IDEA** <http://www.ed.gov/policy/speced/guid/idea/idea2004.html>

**KRS 156.027** <http://www.lrc.state.ky.us/KRS/156-00/027.PDF>

**704 KAR 3:455** <http://www.lrc.state.ky.us/kar/704/003/455.htm>